



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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DAVID E. JANSSEN
Chief Executive Officer

July 3, 2007

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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST TO APPROVE FORM CONTRACTS FOR THE PROVISION OF KINSHIP
EDUCATION, PREPARATION, AND SUPPORT (KEPS) TRAINING SERVICES
(ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve use of form contracts in substantially similar form to Attachment I for the provision of Kinship Education, Preparation, and Support (KEPS) training services with Crystal Stairs, Inc. and Hamburger Home, Inc. in the amounts indicated on Attachment II.
2. Delegate authority to the Director of the Department of Children and Family Services (DCFS), or her designee, to execute one contract for each of the four regions of the County with Crystal Stairs, Inc., providing services in the north, west and south regions, and Hamburger Home, Inc., providing services in the east region. The term of the contracts will be July 3, 2007, or date of execution, whichever is later, through June 30, 2008, with two optional one year periods. The maximum annual contract sums for the north, east, west, and south region contracts are: \$196,852, \$332,187, \$393,704, and \$307,580, respectively, for a total cost of \$1,230,323 annually. The total cost of the contracts, if all extension options are exercised, will be \$3,690,969. The \$1,230,323 cost of the contracts in FY 2007-08 will be financed using approximately 75 percent (\$922,742) federal revenue and 25 percent (\$307,581) net County cost (NCC). Sufficient funding is included in the FY 2007-08 Proposed County Budget.
3. Delegate authority to the Director of DCFS, or her designee, to exercise the extension options by written notification to the contractor after obtaining Chief Executive Officer (CEO) approval.

4. Instruct the Director of DCFS, or her designee, to notify your Board and the CEO in writing within ten (10) working days of executing the KEPS contracts and any extension options exercised.
5. Delegate authority to the Director of DCFS, or her designee, to execute contract amendments to increase or decrease the maximum contract sum in the following circumstances: (a) When a contractor fails to maintain 40 percent of the minimum number of KEPS participants by the 7th month of each contract year required in the contract, the contractor's funds may be reduced; (b) When a contractor meets its performance levels, and funds are reallocated from other contractors; the contractor's funds may be increased; or (c) When a contractor's minimum number of KEPS participants must be adjusted to more accurately reflect the level of service for a particular Service Planning Area (SPA) based on data prior to the option to renew, the contractor's funds may be increased or decreased for the following contract year; or (d) When a contractor needs to accommodate changes in the number of units of service; provided that: (i) State approval is obtained for amendments greater than 10 percent; (ii) sufficient funding is available; (iii) County Counsel and CEO approval is obtained prior to executing such an amendment, and; (iv) the Director of DCFS notifies your Board and the CEO in writing within ten working days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The KEPS training contract expired on June 30, 2007. The recommended actions will enable the Department to provide KEPS training.

The KEPS training program is specifically designed for relative and non-relative extended family member care providers (Kinship Care Providers) to enhance their ability to provide ongoing care for children in their home. The KEPS program trains, prepares and offers support to participants in their role as Kinship Care Providers and provides education concerning available resources and services to address the needs of children under their care.

Without approval of the recommended actions, KEPS training services will not be available to Kinship Care Providers throughout the County of Los Angeles; thus, possibly increasing the development of care provider problems, deficiencies, and stress.

The recommended agencies will provide services in the four (4) regions each of which encompasses two SPAs, based on the needs of the County. The recommended agencies and service areas are as follows:

REGION	SERVICE PLANNING AREAS (SPAs)	AGENCY	MAXIMUM ANNUAL FUNDING ALLOCATION
North	1 and 2	Crystal Stairs, Inc.	\$196,852
East	3 and 4	Hamburger Home, Inc.	\$332,187
West	5 and 6	Crystal Stairs, Inc.	\$393,704
South	7 and 8	Crystal Stairs, Inc.	\$307,580

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #5 - Children and Families Well-Being. The recommended actions will ensure Kinship Care Providers are given the opportunity to obtain training and support to provide a high level of care for children under their care and supervision, thereby resulting in their safety and social well-being.

FISCAL IMPACT/FINANCING

The maximum annual contract sums for the north, east, west, and south region contracts are: \$196,852, \$332,187, \$393,704, and \$307,580, respectively, for a total cost of \$1,230,323 annually. The total cost of the contracts, if all extension options are exercised, will be \$3,690,969. The \$1,230,323 cost of the contracts in FY 2007-08 will be financed using approximately 75 percent (\$922,742) federal revenue and 25 percent (\$307,581) net County cost (NCC). Sufficient funding is included in the FY 2007-08 Proposed County Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

DCFS has the responsibility to recruit and train Kinship Care Providers. KEPS training is to enhance the ability of Kinship Care Providers to provide ongoing care for children in their home. The KEPS program trains, prepares, and offers support to participants in their role as Kinship Care Providers and provides education concerning available resources and services to address the needs of the children under their care. Classes are offered in English and Spanish throughout the eight (8) SPAs. Other languages will be accommodated upon request.

The contractors must maintain 40 percent of the minimum required number of KEPS participants for each SPA for each contract year.

The minimum required number of KEPS participants per SPA is: SPA 1 - 73; SPA 2 - 94; SPA 3 - 147; SPA 4 - 136; SPA 5 - 75; SPA 6 - 262; SPA 7 - 115; AND SPA 8-147. If the contractors fail to maintain 40 percent of the minimum required number of KEPS participants in each of their SPAs in their awarded Region, in the seventh month of the contract, a contractor's funds may be reduced and reallocated to other regions that are meeting their performance levels.

These contracts expressly provide that the County has no obligation to pay for expenditures beyond the maximum contract sum. Further, the contractors will not be asked to perform services that exceed the contract amount, scope of work, or contract terms.

These contracts comply with all Board and CEO requirements. County Counsel and the CEO have reviewed this Board letter. The contract has been approved as to form by County Counsel.

CONTRACTING PROCESS

The Department utilized a Request for Proposals (RFP) solicitation process to seek agencies and organizations to provide services in four regions that encompass two SPAs each: north (SPAs 1 and 2), east (SPAs 3 and 4), west (SPAs 5 and 6), and south (SPAs 7 and 8). Prospective Proposers interested in providing KEPS services were required to submit separate proposals for each region that they were interested in contracting. DCFS sent approximately 135 letters to service providers and advertised the solicitation in the Los Angeles Times, HOY, Compton Bulletin, and Chinese Daily News.

The solicitation was also advertised on the County of Los Angeles Internal Services Department web-site (Attachment III), and the Department of Children and Family Services web-site. As a result, five potential providers requested hard copies of the RFP; nine potential providers attended the Proposers' Conference. Nine proposals were received; two proposals each for the east, west, and south regions, and three proposals for the north region.

Crystal Stairs, Inc. and Hamburger Home, Inc. are being recommended for the contract awards because their proposals scored the highest.

A complaint was received outside the County's Protest Policy from an agency which did not submit a proposal. The agency's concern was directed towards the program's funding allocation and implementation. DCFS responded to their inquiry.

IMPACT ON CURRENT SERVICES

These training services benefit foster children by increasing the pool of qualified Kinship Care Providers to care for them.

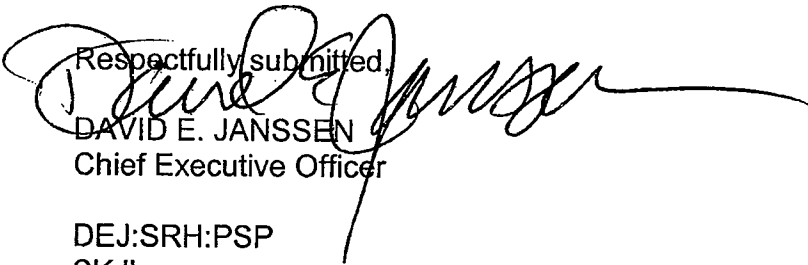
Lack of KEPS training has been identified as a causative factor in the development of care provider problems, deficiencies, and stress. Without approval of the recommended actions, KEPS training services will not continue to be available to Kinship Care providers throughout the County of Los Angeles; thus, decreasing Kinship Care Providers' ability to provide enhanced on-going care for children in their home.

CONCLUSION

Upon approval of this request, instruct the Executive Officer/Clerk of the board to send an adopted stamped copy of this Board Letter and attachments to:

1. Department of Children and Family Services, Attention: Walter Chan, Manager, Contracts Administration, 425 Shatto Place, Room 400, Los Angeles, California 90020
2. Office of the County Counsel, Attention: Diane Cachenaute, 648 Kenneth Hahn Hall of Administration, 500 West Temple Street, Room 602, Los Angeles, California 90012

Respectfully submitted,


DAVID E. JANSSEN
Chief Executive Officer

DEJ:SRH:PSP
SK:lbm

Attachments (3)

c: County Counsel
Auditor-Controller